DOCUMENT RESUME

ED 389 918 CE 070 441

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TITLE Job Search. Career Planning Guide, Book 2. Third Edition.
REPORT NO ISBN-0-534-34001-6
PUB DATE 96
NOTE 320p.; For Book 1, see CE 070 440.
AVAILABLE FROM Brooks/Cole Publishing Co., 511 Forest Lodge Road, Pacific Grove, CA 93950-5098 (ISBN-0-534-34001-6, $20; student activities book: ISBN-0-534-34046-6).
PUB TYPE Books (010) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS *Career Choice; Career Development; Career Education; *Career Planning; Decision Making; *Employment Interviews; Employment Opportunities; Job Applicants; Job Application; *Job Search Methods; Resumes (Personal); Secondary Education

ABSTRACT

This career planning guide is the second in a series on career decision making and the job search. Intended for use by students in career planning courses or by individuals with the help of a counselor, this book focuses on finding and getting the right job once the career planning process is complete. Chapter 1 offers a brief survey of theories and basic ideas about the job search. Chapter 2 describes sources of job leads. Chapter 3 focuses on using writing skills to get a job through resumes and cover letters. Chapter 4 discusses job application forms and special problems. Chapter 5 focuses on using research skills to obtain information about geographical areas in which to live and work. Chapter 6 teaches about the characteristics of organizations to consider when seeking a job. Chapter 7 addresses using speaking skills to get a job through informational interviewing. Chapter 8 focuses on using speaking skills to get a job through the job interview. Types of interviews, questions frequently asked, and suggested questions are discussed. Chapter 9 answers two questions: how to evaluate job offers and how to keep a job. Chapter 10 focuses on social and economic aspects of work, including the work ethic, labor relations, job satisfaction, changing management styles, and attempts to improve work and working conditions. Each chapter contains informational material, 1-15 exercises, summary, and list of references. An index is provided. A student activities book (not included here) may be useful if providing more space for writing when working on exercises and completed exercises can be removed easily and given to instructors or counselors for evaluation. (YLB)

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